

2 June 2010

Financial Administration

REPRESENTATION FUNDS OF THE SECRETARY OF THE ARMY

This pamphlet supersedes Eighth Army Pamphlet 37-47, dated 22 July 2004 and
Change 1, dated 27 June 2005.

FOR THE COMMANDER:

LEWIS F. SETLIFF III
COL, GS
Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief of Publications and
Records Management

Summary. This pamphlet establishes Eighth U.S. Army policies, procedures, and reporting requirements for the use of official representation funds (ORF) of the Secretary of the Army.

Summary of Changes. This is a revised pamphlet that consolidates and updates the previous version of EA PAM 37-47 (and Change 1) concerning Official Representation Funds. A full review of its contents is required.

Applicability. The provisions of this pamphlet apply to all units and activities utilizing ORF managed by the Eighth U.S. Army as Executive Agent for funding received within the Command.

Supplementation. Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited unless prior approval is obtained from Headquarters (HQ), Eighth Army, Assistant Chief of Staff, Resource Management (ACSRM), Unit# 15236, APO AP 96205-5236.

Forms. AK forms are available at http://8tharmy.korea.army.mil/g1_ag/.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the HQ, Eighth Army, ACSR. Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to ACSR, Eighth Army, ATTM: EARM-HA, Unit # 15236, APO AP 96205-5236.

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Chapter 1

Introduction

1-1. Purpose

This pamphlet establishes Eighth U.S. Army policies, procedures, and reporting requirements for the use of official representation funds (ORF) of the Secretary of the Army.

1-2. References

a. The following are required publications:

- (1) AR 11-7 (Internal Review Program). Cited in paragraph 2-3g(1).
- (2) AR 37-47 (Representation Funds of the Secretary of the Army). Cited in paragraph 2-3b & 2-5.

b. The following are related publications:

- (1) AR 215-1 (Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities).
- (2) DFAS IN Regulation 37-1 (Department of Defense Financial Management Regulation).
- (3) DOD 7000.14-R (Department of Defense Financial Management Regulations (FMRs)).
- (4) Federal Acquisition Regulation (FAR).
- (5) 10 USC 127 (Emergency and Extraordinary Expenses).
- (6) 22 USC 2694 (Limitation on Purchase of Gifts for Foreign Individuals).
- (7) 31 USC 1517 (Prohibited Obligations and Expenditures).

1-3. Explanation of Abbreviations and Terms

Abbreviations and special terms used in this regulation are explained in the glossary.

Chapter 2

Policies and Responsibilities

2-1. Policy

a. ORF will be used to maintain the standing and prestige of the United States (U.S.) by extending official courtesies to certain dignitaries and officials of the U.S. and foreign countries, as well as for hosting official functions.

b. Such functions will be in keeping with propriety as dictated by the occasion and conducted on a modest basis. Users of ORF should ensure that entertainment costs are kept to a minimum.

2-2. Authorities

The Eighth U.S. Army is designated as the executive agent/manager of available funds in support of the Eighth U.S. Army, Combined Forces Command (CFC), and United States Forces Korea

(USFK).

a. The Commanding General (CG), Eighth U.S. Army, has the authority to host official functions involving the use of ORF. In addition, authority to host official functions is delegated to the following individuals:

- (1) Commanding General, 2nd Infantry Division (2ID).
- (2) Commanding General, 19th Expeditionary Sustainment Command (ESC).
- (3) USFK and CFC principal staff positions as designated in Appendix A.
- (4) Eighth Army principal staff positions as designated in Appendix B.

(5) CG, 2ID and CG, 19th ESC may further delegate their authority to O6-level Commanders and above. Any such delegation shall be in writing.

b. Republic of Korea (ROK) civilian equivalents for U.S. Federal, State, and local officials are shown at Appendix C.

c. Examples of community relations programs in the ROK authorized the use of ORF include the Korean-American Friendship Council (KAFC) and People-to-People (PTP) meetings. When conducting entertainment in conjunction with KAFC and PTP meetings, commanders should ensure that the purpose of the gathering is to address community relation's issues or improvements and that entertainment is incidental to that purpose. Costs associated with community relations functions should be kept to the absolute minimum required to satisfy the purpose of the meeting.

d. Requests for ORF forwarded to the reviewing and/or approving authorities that are deemed to be questionable will be forwarded by the Eighth Army Representation Fund Custodian (RFC) to the Administrative Assistant to the Secretary of the Army (SAAA-ZA), 105 Pentagon, Washington, DC 20310-0105 for approval on a case-by-case basis.

2-3. Responsibilities

a. The Commanding Generals, Eighth U.S. Army, 2ID, and 19th ESC will each:

(1) Appoint a Certifying and Approving Officer (CAO) and a RFC, in writing, to manage the expenditure of ORF, which have been reserved for the use of the command. Only one of these officials can be a member of the comptroller's office. Command policy is to appoint the Chief of Staff/Deputy Chief of Staff as the CAO and a RFC from the Resource Management (RM) office. (See Appendixes D and E for formats.)

(2) The Commanding General, Eighth U.S. Army, is also responsible for monitoring ORF expenditures arising from the support of ROK/U.S. CFC and USFK ORF events.

b. Responsibilities of the CAO and RFC are described in AR 37-47. The CAO will be superior in grade or rank to the RFC who will generally hold, as a minimum, the grade of E-7/GS-11 or above. In addition, the following Eighth U.S. Army guidance applies:

(1) The Eighth U.S. Army RFC will forward requests for funding to the Eighth U.S. Army Staff Judge Advocate (SJA) for legal review enroute to USFK or SGS admin for final CAO

approval. The 2ID and 19th ESC RFC will follow a similar procedure within their respective commands to obtain their SJA approval prior to submission to their CAO.

(2) The CAO will review each requests and either approve it and return to the RFC for action, or deny it. If the request requires an exception to policy for expenditure not specifically authorized, the CAO will forward the necessary justification for Secretary of the Army (SA) approval in accordance with (IAW) paragraph 2-10a of AR 37-47.

(3) The responsibility to maintain a control register to record receipt and issue of mementos and gifts may be delegated by the CAO. This is delegated to the USFK Protocol Office. The Protocol Office will ensure compliance with all provisions for memento and gift inventory control for CDR, CFC/USFK as outlined in paragraph 3-3, AR 37-47.

(4) The RFC will complete the Management Control Evaluation Checklist contained in Appendix B, AR 37-47 as prescribed in the Management Control Plan. The Eighth U.S. Army Management Control Plan requires the use of the checklist at least once during a two-year cycle.

(5) The RFC will maintain copies of the letter of authority for the authorized official, the RFC and CAO appointment letters, and applicable DD Form 577 (Signature Card). DD Form 577 is available electronically at: <http://www.apd.army.mil>.

c. All authorized users of ORF as shown in appendices A and B **must obtain** written CAO approval prior to committing / expending funds or conducting the ORF event. A telephonic approval is acceptable for emergency cases only and the requester must follow-up with written documentation within 3 working days after the event. Any request for reimbursement for an event that did not receive prior approval must be submitted to the Secretary of the Army (SA) for retroactive approval. The SA or his or her designee are the only officials with retroactive approval authority.

d. The Eighth U.S. Army, ACoS, RM, Headquarters Activity (HA) Division will:

(1) Act as the Program Director for ORF provided to HQs 8th Army/USFK/CFC by Headquarters, Department of the Army (HQDA) for official representation purposes.

(2) Develop official representation fund HQs budget estimates for use in the Program & Budget Division budget submission to HQDA.

(3) Provide policy guidance to the HQs on the use of ORF.

e. The 2ID and 19th ESC Resource Management offices will:

(1) Act as the Program Director for ORF provided to those MSCs for official representation purposes.

(2) Develop official representation fund budget estimates for use in the Program & Budget Division budget submission to HQDA.

(3) Provide policy guidance on the use of ORF at those MSCs.

f. The Eighth U.S. Army, ACoS, RM, Program and Budget Execution Branch will:

(1) Distribute ORF to HA, 2ID and 19th ESC.

(2) Provide copies of the annual memorandum from the Office of the ASA-FM&C authorizing expenditures of ORF to each RFC. A copy of this memorandum will be attached to the original and duplicate of the first disbursement voucher forwarded each fiscal year to the servicing finance and accounting office for payment.

(3) Request additional ORF from HQDA as needed.

g. The Eighth U.S. Army, Director, Internal Review and Audit Compliance, will:

(1) Conduct internal review audits of ORF IAW AR 11-7.

(2) Provide copies of the internal review audit to the Eighth U.S. Army Chief of Staff; and ACofS, RM.

h. Chief of Staff offices within USFK/Eighth U.S. Army and subordinate commands that have not been allocated ORF, but have a requirement to host official functions, will:

(1) Appoint a project officer to prepare all documentation required for requesting official representation fund support and ensure that the actions required by the project officer are properly completed. Use of the electronic version is preferred.

(2) Submit requests for the use of ORF at least **14 days prior** to the scheduled date of the proposed function. Any unit that submits an ORF request less than 14 days prior to the proposed function must provide a memorandum with justification as to why the request did not meet the required time line. Units requesting ORF will submit their requests through their chain of command to the appropriate major subordinate command possessing official representation fund approval authority. Each request will be prepared in the format shown at appendix G and contain the following information:

(a) Date of proposed function.

(b) Place of function.

(c) Nature of function, (e.g., dinner, reception, luncheon, wreath laying, etc.).

(d) Purpose of function, (e.g., in honor of the Minister of National Defense, ceremony in honor of United Nations Day, etc.).

(e) Full name, rank, and title/position of the host.

(f) Full name, rank, and title/position of the honoree.

(g) Estimated cost of the function. (Actual cost will not exceed the estimated cost without prior approval from the CAO. Actual costs that exceed estimated costs by more than 10% will also require a memorandum of justification for the additional expense)

(h) Justification for the expenditure.

(i) Itemized list of expected expenses.

(j) Proposed guest list (DA Form 4843-R (Guest/Attendance Sheet) to show the names

and titles of all authorized guests and DOD personnel and the ratio of DOD personnel to authorized guests. (Refer to AR 37-47, paragraph 2-5 for required ratios.) DA Form 4843-R is available electronically at: <http://www.apd.army.mil>.

(k) Payee.

(l) Project officer name and telephone number.

(3) In addition to the above, presentations of gifts or mementos must contain documentation and justification that the gift/memento was presented to authorized guests in connection with official courtesies within the guidelines of paragraph 2-4c, AR 37-47 (Sample at appendix H).

(4) **Ensure that approval of the request for ORF is obtained from the respective CAO prior to the event or committing / expending funds.** The standard is written approval, but telephonic approval is acceptable for emergency cases only and the requester must follow-up with written documentation within 3 working days after the event. Any request for reimbursement for an event that did not receive prior approval must be submitted to the SA for retroactive approval. The SA or his or her designee is the only officials with retroactive approval authority.

(5) Within 3 days following the date of the function, a payment request must be submitted to the RFC with properly authenticated receipts and invoices for all services and expenses for which payment must be made. In addition, supporting receipts, invoices, and actual attendee lists will be forwarded to the RFC for further processing upon completion of the event (Sample at appendix I).

2-4. Mandatory Payment Method

For Official Representations Funds is use of an ORF government purchase card (GPC):

a. A separate GPC for each Official Representation Funds account must be established to ensure accountability and transparency of ORF expenditures. The sole purpose of the ORF GPC will be to purchase ORF-approved goods and services. GPC policies and procedures apply to .0012 purchases the same as any credit card procurement and fall within the auspices of the FAR.

b. If a vendor doesn't accept a GPC, the requestor will need to go through 411th CSB (contracting office) to comply with their procedures for appointment as Field Ordering Officer and related requirements for local procurement.

c. The current SOP pertaining to ORF GPC and non-GPC procedures at the HQs can be obtained from the HQs RFC.

2-5. Accounting

Processing of requests will conform to the guidance provided by AR 37-47.

Appendix A

Delegation to Host Official United States Forces Korea and Combined Forces Command Functions Using the Secretary Of The Army Official Representation Fund

IAW paragraph 2-2a(3) the positions listed below are authorized to host official functions and to present gifts and mementos. No further delegation is authorized. CAO approval must be obtained prior to each ORF event / expenditure.

- a. Deputy Commander, USFK
- b. Chief of Staff, USFK
- c. Deputy Chief of Staff, USFK
- d. Deputy Chief of Staff, Transformation. USFK
- e. Command Sergeant Major (CSM Authorized)
- f. ACofS, J1
- g. ACofS, J2
- h. ACofS, C/J3
- i. ACofS, J4
- j. ACofS, C/J5
- k. ACofS, J6
- l. ACofS, EN
- m. Provost Marshal
- n. Command Chaplain
- o. Surgeon
- p. Public Affairs Office
- q. Judge Advocate
- r. Acquisition Management

Appendix B

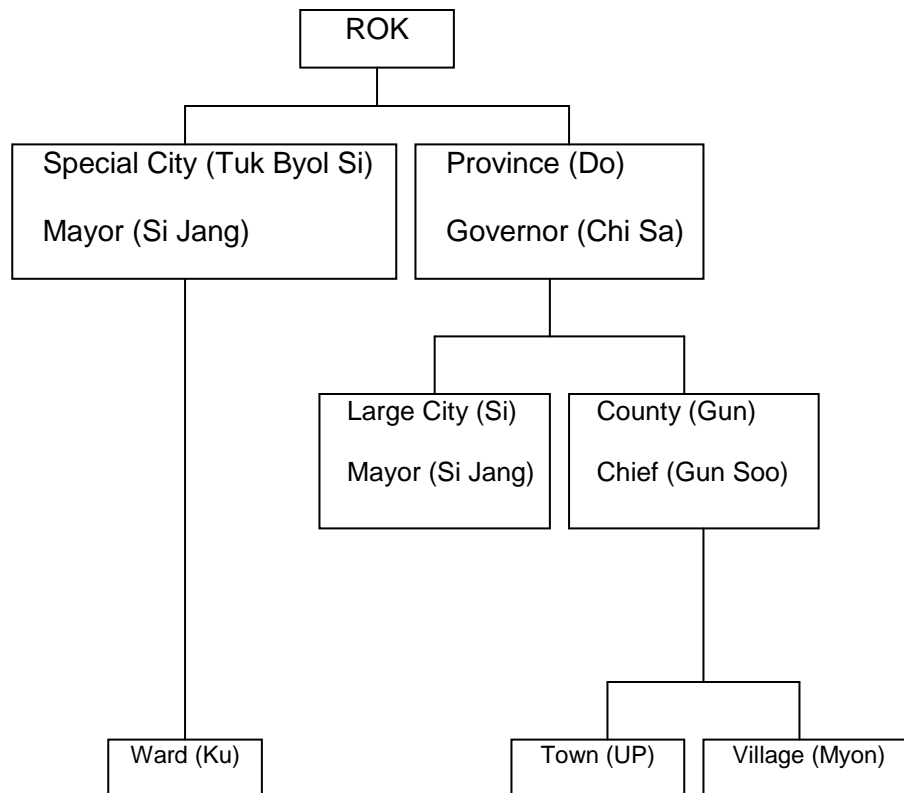
Delegation to Host Official Eighth Army Functions Using Official Representation Funds Of The Secretary Of The Army

IAW paragraph 2-2a(4), the positions listed below are authorized to host official functions and to present gifts and mementos. No further delegation is authorized. CAO approval must be obtained prior to each ORF event / expenditure.

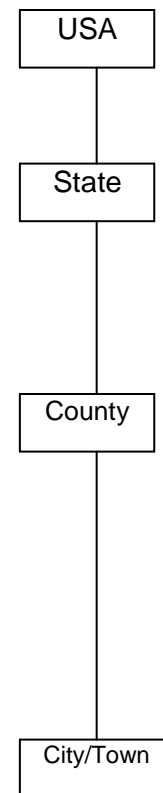
- a. Deputy Commanding General for Support
- b. Deputy Commanding General for Operations
- c. Command Sergeant Major (CSM authorized)
- d. ACofS, G1
- e. ACofS, G2
- f. ACofS, G3
- g. ACofS, G4
- h. ACofS, G5 (LTC authorized)
- i. ACofS, G6
- j. ACofS, EN
- k. ACofS, RM
- l. Provost Marshal (PMO)
- m. Public Affairs Officer (PAO) (LTC authorized)
- n. Staff Judge Advocate (SJA)
- o. Command Chaplain
- p. Commander, DCG (Transformation)
- q. Commander, 65th MED BDE
- r. Commander, DLD-G
- u. Commander, DLD-R
- v. Commander, ALT
- w. Commander, JSA
- x. Commander, STB-K
- y. Commander, KSC BN

Appendix C
Administrative Divisions of the Republic Of Korea

ADMINISTRATIVE DIVISIONS OF THE REPUBLIC OF KOREA



US COUNTERPART



Appendix D
Sample Format for Appointing CAO

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Colonel John Q. Jones, 433-55-1111, Deputy Chief of Staff, USFK,
Unit #15236, APO AP 96205-5236

SUBJECT: Appointment as Primary (Alternate) Certifying and Approving Officer

1. Reference AR 37-47, 12 March 2004, Representation Funds of the Secretary of the Army.
2. You are hereby appointed as the Primary (Alternate) Certifying and Approving Officer (CAO), for the purpose of approving and certifying Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) for payments chargeable to official representation funds allocated to this headquarters. This appointment as Primary (Alternate) CAO establishes an agency relationship between you as certifying officer and 175th FMC.
3. Your signature on the voucher certifies as to its correctness, propriety for payment, and availability of funds. You will be thoroughly familiar with the contents of the above reference as you may be held pecuniary liable for deficiencies subsequently noted during an Army audit or major command inspections.
4. You cannot certify vouchers that involve you either as an agent officer or as the payee.
5. You shall forward two copies of DD Form 577 (Signature Card) together with a copy of this memorandum to your servicing finance/finance and accounting officer.
6. This appointment is from * _____ to _____.

XXXXXX X. XXXXXX
General, USA
Commanding

*Specify the length of time the appointment is valid.

Appendix E
Sample Format for Appointing RFC

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR Colonel Jane Q. Smith, Assistant Chief of Staff, Resource Management,
Eighth U.S. Army, Unit #15236, APO AP 96205-5236

SUBJECT: Appointment as Primary (Alternate) Representation Fund Custodian

1. Reference AR 37-47, 12 March 2004, Representation Funds of the Secretary of the Army.
2. You are hereby appointed as the Primary (Alternate) Representation Fund Custodian (RFC) for the official representation funds allocated to this headquarters. Pursuant to this appointment, you will perform the duties prescribed in the referenced regulation and any supplementary guidance received from higher headquarters.
3. You will furnish one copy of this letter to the Chief of Staff, HQ USFK and/or Eighth U.S. Army, ACSRM, Unit 15236, APO AP 96205-5236.

xxxxx. xxxxxxxxxxxx
General, USA
Commanding

Appendix F
Official Representation Fund Request Procedures Diagram

REQUESTOR

REPRESENTATION FUND
CUSTODIAN (RFC) *

CERTIFYING AND APPROVING
OFFICER (CAO) **

STEP 1	STEP 2	STEP 3
Submit request for ORF funds memo (Appendix G & H) with guest (invitee) list (DA Form 4843) and itemized list of expected expenses to the RFC.	Review request for correctness and authority under AR 37-47. Forward to SJA for legal review. After RFC and SJA review, prepare memo for CAO approval/disapproval.	Approve/Disapprove fund request and return to RFC.
	<div data-bbox="553 646 1036 682">STEP 4</div> Notify requestor of CAO approval or disapproval. If approved, place in suspense file.	
STEP 5	STEP 6	STEP 7
Upon event completion, submit final payment request memo with approved memos, original bill and final guest (attendee) list to the RFC.	Review final payment package for correctness. For ORF GPC payments, verify transactions in Access On Line (AOL) and with receipts (Prepare SF 1034 to include accounting classification as needed for cash basis) and forward to CAO for approval.	Sign the Request Final Payment for ORF memorandum (Appendix I) or SF 1034 and return to the RFC.
	<div data-bbox="553 1165 1036 1201">STEP 8</div> GPC: Certify funds, match RMT with AOL; Non-GPC: send original SF 1034 plus three copies to Finance for fund disbursement to payee. Place in suspense file.	
<div data-bbox="159 1402 548 1577"> *2ID, ACoS, G-5 19th ESC Res Mgmt Eighth U.S. Army/USFK HQs Activities (HA) Division </div> <div data-bbox="159 1577 548 1707"> **2ID CoS 19th ESC CoS Eighth U.S. Army CoS USFK ADCS or SCJS </div>	<div data-bbox="553 1402 1036 1577">STEP 9</div> Match SF 1034 payment voucher to suspense file. When both agree, enter in database and action is complete.	

Appendix G
Sample Format for Request of Official Representation Funds

(Letterhead stationery)

(Office Symbol)

MEMORANDUM FOR HQ USFK/Eighth U.S. Army, ACofS, Resource Management, (FKRM-HA),
Unit #15236, APO AP 96205-5236

SUBJECT: Request for Official Representation Funds

1. Request for official representation funds as follows:

- a. DATE AND TIME OF PROPOSED FUNCTION: 3 Jun 04, 1700-1900 hrs.
- b. PLACE OF FUNCTION: Hartell House
- c. NATURE OF FUNCTION: Official Dinner
- d. PURPOSE OF FUNCTION: To honor the Minister of National Defense
- e. HOST: GEN XXXX X. XXXXXXXXXX, Commander, USFK
- f. HONOREE: HON Kim, Pak Cho, Minister of National Defense
- g. JUSTIFICATION: The MND's annual visit to USFK.
- h. ITEMIZED ESTIMATED COST FOR EVENT: \$125.00 (party sheet/contract, menu at Encl
- 1). ESTIMATED COST FOR GIFT: \$100.00 (if the presentation is in conjunction with a function, permission for both the event and the gift may be contained in a single document).
- i. PROPOSED FUNDING SOURCE: Official Representation Funds
- j. GUEST LIST: See Encl 2.
- k. PAYEE: Custodian, Hartell House.

2. Project officer and telephone number: CPT xxx x. Xxxxxx, 723-0000.

XXXXX. XXXXX
Colonel, EN
ACofS, Engineer

Appendix H
Sample Format for Gift Presentations

Office Symbol

MEMORANDUM FOR RECORD

SUBJECT: Presentation of (basic description of presentation)

1. Reference AR 37-47, 12 March 2004, Representation Funds of the Secretary of the Army.
2. IAW AR 37-47, subparagraph 2-9, I hereby certify that the presentation of (briefly describe presentation including description of the gift or memento, name and title of recipient, and description of occasion being observed) was presented to authorized guests in connection with official courtesies within the guidelines of paragraph 2-4c, AR 37-47.

Presenter's Signature Block
LTG, USA
Commanding General

Appendix I
Sample Format for Request of Final Payment

(Office Symbol)

MEMORANDUM FOR HQ USFK/Eighth U.S. Army, ACofS, Resource Management, (FKRM-HA),
Unit #15236, APO AP 96205-5236

SUBJECT: Request Final Payment for Official Representation Funds

1. Enclosed are the original bill, contract, and final guest list for (Brief description of function or event).
2. Please make payment in the amount of \$_____
 - a. Payee's name
 - b. Name of financial institution
 - c. Mailing Address of financial institution
 - d. ORF GPC BO POC
 - e. Control Log Number
3. Provide separate payment request memo for each payee if more than one.
4. For any overage, give a brief justification and attach prior approval memo or e-mail obtained from CAO.

XXXXX. XXXXX
Colonel, EN
ACofS, Engineer

Glossary Abbreviations

AASA	Administrative Assistant to the Secretary of the Army
ACofS	Assistant Chief of Staff
AOL	Access on Line
AR	Army Regulation
ASA	Assistant Secretary of the Army
CAO	Certifying and Approving Officer
CFC	Combined Forces Command
DA	Department of the Army
DOD	Department of Defense
DODD	Department of Defense Directive
FAR	Federal Acquisition Regulation
FM	Financial Management
HA	Headquarters Activity Division
HQDA	Headquarters Department of the Army
IAW	in accordance with
KAFC	Korean-American Friendship Council
PAO	Public Affairs Office
PTP	People-to-People
RFC	Representation Fund Custodian
RM	Resource Management
ROK	Republic of Korea
SA	Secretary of the Army
SJA	Staff Judge Advocate
U.S.	United States (of America)
USFK	United States Forces Korea

2ID

2d Infantry Division

19th ESC

19th Expeditionary Sustainment Command